

## PRINCIPAL PLANNER

### NATURE OF WORK

This is highly responsible professional and administrative planning work.

Work involves assisting the Director and Assistant Director of Planning in the overall formulation, modification and improvement of master and subsidiary plans for the physical growth and development of the City of Lincoln and Lancaster County, and/or in the overall administration of the zoning and subdivision ordinances for land use planning applications. Considerable independent judgment is required in the application of professional techniques and principles to the unusual, more complex and special planning projects. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of the established policies and legislative requirements. Work is performed under the general policy direction of the Director and Assistant Director of Planning, and in compliance with the City Charter and related legislative requirements. Supervision may be exercised over professional, technical and clerical subordinates.

### EXAMPLES OF WORK PERFORMED

Performs the more difficult, complex and special planning assignments; may supervise professional, technical and clerical staff in their performance of a wide variety of planning work.

Assists the Director and Assistant Director in administering the comprehensive plan and/or the land use regulations within the policies of the Planning Commission.

Supervises and assists in the compilation of social, economic and planning data used in the analysis of planning problems; assists in the interpretation and modification of comprehensive plans and land use regulations; prepares studies and makes recommendations on public and private land uses.

Advises and cooperates with municipal officials, developers and the community in connection with new or contemplated capital improvements; facilitates agreement negotiations between the City and County and developers on planning and development projects.

Attends a variety of meetings such as the City Council, County Board and Planning Commission for the purpose of acting as a professional and technical advisor on matters related to planning and development.

Conducts professional presentations for and prepares communications with the Mayor, City Council, County Board, Planning Commission and various committees, neighborhood and development groups.

May represent the Director at various meetings such as the City Council, County Board and with the Mayor's Office.

Coordinates information requests from City Council and various entities affected by department projects; prepares comprehensive reports based upon careful research and study of specific problems.

Coordinates the investigation of complaints regarding departmental projects and presents or offers resolutions after consulting with the appropriate persons.

Coordinates the review and analysis of land use proposals.

Provides guidance to the Planning Department staff and other City and County departments on short range and/or long range planning.

Assigns subordinates to field surveys for the purpose of gathering information related to land use and other planning projects; supervises the compilation of materials and the writing of reports pursuant to such surveys.

Plans, organizes and assists with directing the activities of the Land Use or Long Range and Special Project Planning divisions.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of urban planning.

Thorough knowledge of economics, municipal finance and sociology as applied to city planning.

Thorough knowledge of the City Charter, and of the various ordinances, codes and regulations pertaining to planning and zoning.

Thorough knowledge of municipal agencies and legal procedures in connection with planning, zoning and urban renewal.

Ability to supervise professional, technical and clerical staff under the general direction of the Director and Assistant Director.

Ability to assume responsibility for the assignment of work, the checking and review of work in progress, and the accuracy and quality of completed work.

Ability to anticipate problems and visualize adequate and appropriate solutions.

Ability to present technical information clearly, and in an interesting manner to lay groups, the general public, professional organizations and various governmental departments.

Ability to develop and maintain effective working relationships with employees, officials, other agencies and the general public.

Ability to plan, organize and monitor a variety of activities.

Ability to facilitate and assist with the negotiation of development agreements.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in one of the social or engineering sciences, and completion of graduate studies with a masters degree in city, regional or urban planning recognized by the American Planning Association; and thorough experience as a planner at a professional level including experience leading multi-disciplinary/interdepartmental projects or supervising subordinates.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in one of the social or engineering sciences, and completion of graduate studies with a masters degree in city, regional or urban planning recognized by the American Planning Association; and considerable experience as a planner at a professional level; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head Personnel Director

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